

Kansas Incident Management Team System Overview and Application

Following the experience of many Kansans who had the opportunity to respond to Hurricanes Katrina and Rita last year, one of the emerging priorities within the State has been developing a system of Incident Management Teams (IMTs). Initially starting as verbal discussions, the idea grew into a meeting of the Kansas Incident Management Team Working Group, an ad-hoc, multi-jurisdictional, multi-discipline group. The Working Group decided that it would develop and present a project proposal to all seven of the State's Regional Homeland Security Councils, to develop at least one standardized, Type 4 IMT in each of these regions. The long term goal is to have these teams grow to and become classed as Type 3.

The thought behind the Working Group's proposal was that during any type of natural or man-made disaster/emergency within the State of Kansas, many jurisdictions will become overwhelmed in very short order. Many jurisdictions within the State have small populations and their first response agencies are composed of mainly volunteers, or with individuals that serve in more than one position (i.e. Fire Chief and Emergency Management Coordinator). Building a system that will provide consistent support during emergency situations is a priority. The IMTs will be a trained, multi-discipline, all-hazards response resource for an affected jurisdiction to draw on to assist their staff with command, control and incident management functions. The IMTs will be trained to fill these roles in both tactical field operations and in an Emergency Operations Center.

The IMTs will be developed so that they would be able to be fully self-sustained, not drawing any resources from the requesting jurisdiction (and limited resources from the State) for the first 72 hours of an event. In many counties an incident that would require the activation of an IMT would also make it impossible for that jurisdiction to provide any support to that team. Therefore, the IMTs will come as a complete package, able to meet all of their personal and work needs, for that time period.

IMT members, and their home agencies/jurisdictions, will be expected to make a minimum of a two year commitment to the team, after the initial training period. Minimum requirements for application include completion of basic Incident Command System (ICS) training (IS-100 and IS-200), and introductions to the National Incident Management System (NIMS) and the National Response Plan (NRP) (IS-700 and IS-800).

Application Process:

- 1) In order to become a member of the IMT the attached application must be completed and submitted by **January 31, 2007**. The application may be submitted to:

IMT Application Committee(s)
c/o Bill Brubaker, Kansas NE Regional Homeland Security Coordinator
Kansas Adjutant General's Department
Via Fax: **785-274-1426** or Mailed to: **2800 SW Topeka Blvd.**
Topeka, KS 66611

Questions about the application can be directed to any of the Regional Coordinators or to the Operations Section of the Kansas Division of Emergency Management (KDEM)/Adjutant General's Department. Please visit our website at www.kansas.gov/kdem for contact information.

- 2) Once the application is received at KDEM it will be forwarded to your region's IMT committee. Review of the applications and interviews will be conducted sometime in February 2007 by your regional council's IMT committee. Please expect notification directly from the regional council's IMT committee to establish an interview appointment with you.
- 3) When notified of the interview please provide copies of the documentation requested as per the application form. Copies should be given to the interview committee at the time of your scheduled interview.

Kansas Incident Management Team System

Regional Type 4 IMT-Candidate Application

Please complete the information below and then complete the additional steps below.
See Overview and Instructions portion for more details about the application process.

Name:

County of Residence:

Mailing Address:

Home Phone:

Office Phone:

Mobile Phone:

Pager:

E-Mail:

Current Employer:

Mailing Address:

Office Phone:

Supervisor's Name:

Please provide three references, other than your immediate supervisor, that we may contact to support your application for this position:

	<u>Name</u>	<u>Title</u>	<u>Agency</u>	<u>Phone</u>
1.				
2.				
3.				

What positions are you most qualified, or interested in being trained for? Please pick two, Primary (P) and Secondary (S).

<input type="checkbox"/> IMT Commander	<input type="checkbox"/> Liaison
<input type="checkbox"/> Public Information Officer	<input type="checkbox"/> Safety Officer
<input type="checkbox"/> Intelligence Officer	<input type="checkbox"/> Operations Chief (staging, branches/divisions)
<input type="checkbox"/> Plans Chief (resource unit, situation/status unit)	<input type="checkbox"/> Logistics Chief (service branch, support branch, food and service unit, communications unit)

1. Provide documentation of qualifications, or a maximum one page narrative demonstrating experience in the areas you have chosen.
2. Provide certificates of proof of completion for IS-100, IS-200, IS-700 and IS-800 at the interview to be scheduled in February 2007 and any other documentation that supports your eligibility for participation as a member of the IMT.
3. Please provide a letter of support from the head of your organization, explaining that they understand the program and will fully support you in your best efforts to attend required meetings, trainings, exercises, and drills, and disaster deployments.

Approval-Your Organizational Structure

Supervisor Approval:

Date:

Agency Approval:

Date:

County Emergency
Manager

Date:

Approval-Regional Council

IMT Committee:

Date: